Information and Assistance

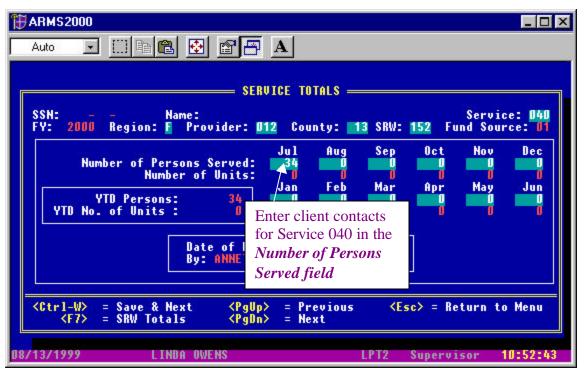# ARMS

Instructions

On-Line Data Entry

Information and Assistance (Service 040)

Providers will no longer enter any specific client information (DOA-101) into the system for this service. Instead, providers will maintain a log of client contacts for information and/or assistance (as already required by the service standards). At the end of the month each provider will tally the total number of client contacts for the month. This figure will be entered into Computer Keyes (refer to ARMS Update-4) or **on-line** in ARMS.

The user should press Enter on the SSN Field and enter Service code 040 in the Service field. The will user will have to key the Region, Provider, County, and SRW. The cursor will jump to the Number of Persons Served field for them to enter to total number of client contacts for the report month. The _Number of Units_ field will be disable for this service.

The service will remain a non-unit reimbursed service. Providers can draw down the monthly portion of their allocation on Form DOA-543. Providers can submit this through Computer Keyes (refer to ARMS Update-4) using the REIM2000.FMT or key on-line in ARMS. [Reference: HCCBG Procedures Manual, Reimbursement Policies and Procedures (Sec. 3, X, B, 6, c) and Instructions for Reporting through ARMS (Sec. 4, XVI, A, 7 or B, 9)].